



## Project Status Report

Status as of January 13, 2017

Prepared by; Christopher Mercer, iNtegrate 2 Project Director; Leslie Obourn, SCI Engagement Manager

### Summary

Item	Current Status	Prior Status	Status Notes
<b>Overall Status</b>	Yellow	Yellow	The overall status for the project remains Yellow due to Time Tracking and Integrations (NSHE and Campus). Please refer to the detailed status below.
❖ <b>Overall Status – Functional Lanes</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Yellow	Yellow	<b>Time Tracking:</b> The contract with the time clock vendor has been signed. The purchase order is being processed and once finalized, the selection of the specific vendor can be made public. A meeting was conducted last week with the selected vendor to review the timeline and expectations on delivery. They have agreed to both and test clocks have been ordered. Test clocks will be available in both project locations in Reno and Las Vegas. We expect the status to move to Green once the announcement is made public and we are able to conduct our kick-off meeting with the team.
	Green	Green	<b>Financials:</b> Status is Green. On-site System testing for P2 continued this week with the team making good progress to achieve a 93% pass rate. Most areas are close to completion and the team has developed a plans to address the last several functional areas with outstanding test scenarios. The focus is on P2 testing completion and support of P3 preparation activities including conversion, remaining functional configuration, and P3 testing strategy.
	Green	Green	<b>Audit</b>
❖ <b>Overall Status – Technical Team</b>	Yellow	Yellow	<b>Integrations (NSHE):</b> 2 NSHE integrations are behind schedule and we have taken steps to fast track the development to meet our P3 test cycle. The Troy Check Printing integration will be part of P4 testing since this exception was just recently approved.

Project Status Report

Item	Current Status	Prior Status	Status Notes
	Yellow	Yellow	<b>Integrations (Campus):</b> The PMO continues to reach out to the campuses for a detailed status update regarding these integrations and will work with them to mitigate any issues.
	Green	Green	<b>Conversion (Financials):</b> Data Extract programs were updated with new crosswalks and all extracts were run by EOD on 1/11. The extracts are out with the campus validation teams. They campus teams will be validating from 1/12 - 1/19.
	Green	Green	<b>Reporting.</b> We have defined a standard reports list and development is underway on HCM and Financial reports.
	Green	Green	<b>Security</b>
❖ Overall Status – Training & Outreach	Green	Green	<b>Training:</b> Overall status of Training is Green. Current Development Plan by process and roles in progress. NSHE team began Campus Demos this week with a successful kick off in Elko.
	Green	Green	<b>Change Management/Communication</b>
	Green	Green	<b>Testing:</b> Overall status of Testing is green. System Testing has continued, with slow progress in a few areas. Testing team is providing support for analysis of test scenarios and communication efforts to ensure continued progress. Initial conversations conducted with functional leads re: approach for End to End testing, and preliminary set-up in JIRA is underway for P3 dashboards and scenario loading process.
<b>Schedule</b>	Yellow	Yellow	The status for Schedule remains at Yellow due to Time Tracking. Please refer to the detailed status below.
❖ Schedule	Green	Green	<b>HCM</b>
	Yellow	Yellow	<b>Time Tracking:</b> The contract with the time clock vendor has been signed. The purchase order is being processed and once finalized, the selection of the specific vendor can be made public. A meeting was conducted last week with the selected vendor to review the timeline and expectations on delivery. They have agreed to both and test clocks have been ordered. Test clocks will be available in both project locations in Reno and Las Vegas. We expect the status to move to Green once the announcement is made public and we are able to conduct our kick-off meeting with the team.
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Financials</b>

Project Status Report

Item	Current Status	Prior Status	Status Notes
	Green	Green	<b>Technical Team:</b> Tasks have been completed on time so far, and we are on track.
	Green	Green	<b>Change Management/Outreach</b>
	Green	Green	<b>Audit</b>
<b>Budget</b>	Green	Green	As of 12/31: SCI Hours % Complete: 67% of budget Project Plan % Complete: 73% complete
<b>Personnel</b>	Green	Green	The status of Personnel is Green. Please refer to the detailed status below.
❖ <b>Personnel</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Time Tracking</b>
	Green	Green	<b>Financials:</b> Status is green. Welcome to the following: 1) David Tobler - Financial Accounting 2) Michelle Gilbertson - Banking 3) Jane Kober - Grants/Effort
	Green	Green	<b>Technical Team:</b> We are in the process of scheduling interviews for our open Reporting position. A new job description is being drafted for the original position slated as a Security Administrator.
	Green	Green	<b>Change Management/Outreach</b>
<b>Project Risk</b>	Yellow	Yellow	The status of Project Risk remains at Yellow due to the Time Tracking and Technical areas. Please refer to the detailed status below.
❖ <b>Project Risk</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Yellow	Yellow	<b>Time Tracking:</b> The contract with the time clock vendor has been signed. The purchase order is being processed and once finalized, the selection of the specific vendor can be made public. A meeting was conducted last week with the selected vendor to review the timeline and expectations on delivery. They have agreed to both and test clocks have been ordered. Test clocks will be available in both project locations in Reno and Las Vegas. We expect the status to move to Green once the announcement is made public and we are able to conduct our kick-off meeting with the team.

Item	Current Status	Prior Status	Status Notes
	Green	Green	<b>Financials.</b> We continue to monitor several specific risks & issues: 1) SREG Development 2) JV Load Approach
	Yellow	Yellow	<b>Technical Team:</b> We have some key risks with several NSHE and campus owned integrations that have impact on this pillar. These risks are being monitored closely to prevent any impact on the timeline. All risks are documented in JIRA.
	Green	Green	<b>Change Management/Outreach:</b> Continuing to assess Campus engagement and team preparedness.

Color Key	
Red	Project timeline is experiencing significant delay (4+ weeks) to schedule or project deliverables for critical tasks.
Yellow	Project timeline is experiencing a 2-4 week delay to the schedule or project deliverables for critical tasks.
Green	Project plans and activities are on schedule and issues and risks are being managed. Delays are less than 2 weeks for any critical tasks.

### Key Accomplishments

Area	Accomplishment /Activity
All Teams	1. Supported System Testing.
HCM	<ol style="list-style-type: none"> <li>1. Core HCM:               <ol style="list-style-type: none"> <li>a. Configuration: Addressed the following testing tickets: Updated Costing Allocation BP Security Policy to allow HR Partners, Manager, and Administrative Assistants access to initiate the BP (TST-12543), HR Analyst roles replacement with HR Support role (HCM-43), Updated Manage Education BP Approval step to HR Support role (WCR-151), Updated Termination BP to allow Admin Assist to initiate (TST-12340), Configured Period Activity Pay, Change Job, and Job Requisition Guided Tours (HCM71), Worked through resolution on Jira tickets and the resolution resulted in knowledge transfer or training.</li> <li>b. Configuration: NSHE Job Catalog_v12: Worked on 19 Job Profile Adds, 11 Job Profile Changes, and 2 Job Profile Removes.</li> <li>c. Configuration: Working on HCM, Compensation, and Talent Review Templates.</li> <li>d. Configuration: Reassigned Unassigned Task for HCM. Cleared 12+ items and updated group.</li> <li>e. Conversion: Conducted and Participated in bi-weekly P2 conversion calls.</li> </ol> </li> </ol>

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>f. Conversion: Mike and Jeff are working through the Programmatic issues and Error Report Issues. Jeff released the Costing Allocation files for review. Mike has finished the coding changes for Position files.</li> <li>g. Conversion: Working Conversion JIRA tickets reported by the SME Validation team.</li> <li>h. Conversion: Aligned Education, Academic Appointment Track Type, and Academic Period Values in Workday. Also, updated the appropriate NSHE crosswalks.</li> <li>i. Conversion: Updated Compensation Grade and Department file crosswalks. Additionally, build a new Open Positions / Job Requisitions Intake Template.</li> <li>j. Conversion: Created 2 validation reports for Open Positions and Open Positions with Costing Allocations.</li> </ul> <p>2. Benefits</p> <ul style="list-style-type: none"> <li>a. Configuration: Addressed the following testing tickets: Finished MetLife Benefit Plans setup (HCM-120). The details can be found in JIRA.</li> <li>b. Conversion: Working Conversion JIRA tickets reported by the SME Validation team.</li> </ul> <p>3. Recruiting</p> <ul style="list-style-type: none"> <li>a. Configuration: Working on Offer Letter solution. Met with Katrina to review the offer letter solution she is configuring in NSHE3.</li> <li>b. Configuration: Addressed the following testing tickets: Updated language on GBC's Job Posting Template (WCR-196), Added Did not meet criteria (State Test/Rank) disposition to Screen stage of Classified recruitment. Also, added Notification (WCR-156), Configured Background Check Notification (HCM-106 / TST-14879), Added Additional Field of Required Attachments to the Job Posting Templates (WCR-131). Worked through resolution on the following tickets and the resolution resulted in knowledge transfer or training: (TST-15916) The details can be found in JIRA.</li> <li>c. Testing: Monitored the HCM Testing Blue Jeans link Tuesday and Thursday and assisted testers at SCS and UNLV.</li> </ul> <p>4. Absence Management</p> <ul style="list-style-type: none"> <li>a. Testing/Configuration: Continued to make configuration updates based on testing, and address any system testing tickets.</li> <li>b. Configuration: Met with Cindy Littlefield from DRI, Pat La Putt and the Payroll team to discuss DRI Sell Back requirements. Configured and tested requirements in NSHE5 and NSHE2. Waiting on feedback from Cindy Littlefield (HCM-50).</li> <li>c. Meetings: Conducted and/or Participated in Cross Functional Meetings, Project Checkpoint, and all Payroll Parallel Planning Sessions.</li> <li>d. Configuration: Jim completed configuration for HCM-107, adding in the absence effect configuration for leave processing in NSHE2.</li> <li>e. Configuration: Continued work on updating the sick accrual for Residents.</li> </ul>
Time Tracking	<ul style="list-style-type: none"> <li>1. Testing: Continued P2 system testing and addressed issues as needed.</li> <li>2. Testing: Worked with Audra to trouble shoot multiple Time Tracking Tickets.</li> <li>3. Meetings: Conducted and/or Participated in Cross Functional Meetings, Project Checkpoint, and all Payroll Parallel Planning Sessions.</li> <li>4. Configuration: Continued work on rules surrounding employees who terminate mid period.</li> </ul>

Area	Accomplishment /Activity
Payroll	<ol style="list-style-type: none"> <li>1. Payroll Parallel discussions with team. The team defined roles, John formatted sample files per SCI's request, and SCI provided a Variance Reporting tool for NSHE to use.</li> <li>2. Discussed Academic Pay Accrued/Earned with John and Audra. Identified test employees to manipulate history. Informed HCM team the Earned and Accrued for Academic Pay are delayed.</li> <li>3. Determined the PERS status codes should be an integration, and not a report. However, the Reporting team is finalizing the logic that can also be used in the integration.</li> <li>4. PERS-able days configuration completed.</li> </ol>
Financials	<ol style="list-style-type: none"> <li>1. Banking and Cash Settlement               <ol style="list-style-type: none"> <li>a. Managed testing JIRA's as failures occurred and cancelled JIRA's as needed.</li> <li>b. The first 5 days of bank statement loads from BofA have been successfully loaded for 1/3/17 through 1/9/17 activity for all institutions!</li> <li>c. Another ACH test file was run and adjustments were made.</li> <li>d. Daly communicated the first notice item request to the banking SME's and they are responding. First notice rules are being configured as we have enough information to build it.</li> <li>e. New Ad Hoc Payments extract available 1/11/2017. Campus will validate between 1/12/17 to 1/19/17. Banking SMEs continue to clean up their old outstanding checks.</li> </ol> </li> <li>2. FDM               <ol style="list-style-type: none"> <li>a. Completed compiling fund to fund, budget level ledger &amp; ledger account documents into a single source and created crosswalks.</li> <li>b. Provided WAX download to John Tully for conversion files.</li> </ol> </li> <li>3. Financial Accounting               <ol style="list-style-type: none"> <li>a. Continue to review and provide support to testers. Begin scenarios/epics for P3.</li> <li>b. Review and configure generic ISP Prototype.</li> <li>c. New Funds added to WAX and mapping spreadsheet to accommodate year-end adjustments. These funds and adjustment method will be compared against an alternative WD method in early January.</li> <li>d. Capital asset flow and intercompany discussion took place on 1/9.</li> <li>e. GASB reporting by book instead of fund was presented to controllers.</li> <li>f. Testing of allocation were delayed due to proxy issues.</li> <li>g. All beginning balance conversion files were created and distributed to campus validation teams.</li> </ol> </li> <li>4. Budgets               <ol style="list-style-type: none"> <li>a. Updated NSHE2 and NSHE6 with Institution's fringe rates for encumbrances.</li> <li>b. Added ledger accounts for payroll earning posting and updated the Payroll Earnings posting rule in NSHE6.</li> <li>c. Ran test Payroll in NSHE6.</li> </ol> </li> <li>5. Business Assets               <ol style="list-style-type: none"> <li>a. Testing Support continues. Assets have no unstarted test scenarios.</li> <li>b. Asset Class Discussion at conversion meeting clarifying asset class use.</li> <li>c. Tested option to use alternative book code for GASB asset adjustments. Will be reviewing this option versus the current option being tested.</li> </ol> </li> </ol>

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>d. Alternative book code documentation preparation.</li> <li>e. Asset Data frozen &amp; reports need to be run in Data Warehouse by all campuses.</li> <li>f. Grant Asset Issue for Inactive grants resolved.</li> </ul> <p>6. Expenses</p> <ul style="list-style-type: none"> <li>a. Supported P2 System testing for Expenses, Procurement and Supplier Accounts.</li> <li>b. Worked on outstanding Jira Tickets.</li> <li>c. Created Print Layout for Expense Report.</li> <li>d. Presented Payment Election Process to Controller Group and received confirmation on process.</li> <li>e. Reviewed change request and will discuss with SCI.</li> </ul> <p>7. Projects</p> <ul style="list-style-type: none"> <li>a. Managed testing JIRA's as failures occurred and cancelled JIRA's as needed.</li> <li>b. Worked with SCI on some of the Project testing feedback in regards to more validation when creating a project.</li> </ul> <p>8. Grants and Effort Reporting</p> <ul style="list-style-type: none"> <li>a. Award Conversion Strategy Kick-Off Meeting 1/10/17.</li> <li>b. Orientation of new Designee, Jane Kober.</li> </ul> <p>9. Procurement</p> <ul style="list-style-type: none"> <li>a. Analysis of testing remaining scenarios - Verifying each scenario has 3 passes.</li> <li>b. Testing of scenarios which do not have 3 passes.</li> <li>c. Debra is attending WD training this week.</li> <li>d. Resolving and closing out JIRA tickets.</li> </ul> <p>10. Suppliers</p> <ul style="list-style-type: none"> <li>a. Worked on SREG Worksheet to know which fields are required for Independent Contractor and Guest Speaker Suppliers before they go into WD. Assisted testers complete 1/4/17.</li> </ul>
CM/Outreach	<p>1. Training</p> <ul style="list-style-type: none"> <li>a. Roberta and Linda met with Bert (SCI) to plan for ESC meeting on 2/9/17.</li> <li>b. Campus Demos were successfully kicked off in Elko with 2 presentations. Response seemed excited and positive. Survey will be sent as a follow up.</li> <li>c. DRI Effort Certification Demo prepared - brief meeting planned for 1/23 with Grant Designees and DRI to confirm process.</li> <li>d. Curriculum plan development progress is continuing - during TLG meeting this week a new working plan by process was rolled out and efforts on curriculum plan by role shared.</li> <li>e. TLG Meeting occurred 1/10/17.</li> </ul> <p>2. Testing</p> <ul style="list-style-type: none"> <li>a. Testing support &amp; reporting: Followed up with testers where progress was off track. Produced nightly testing reports and addressed testing procedural issues with testers. Participated in functional team testing touch points.</li> <li>b. Team Support: Provided analytical reports to the teams on scenario coverage, fails and tester progress.</li> </ul>

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>c. Continued detailed planning of E2E testing, including development of P3 dashboards and meetings with functional team members to provide overview of approach for end-to-end testing. Conducted initial approach / considerations call for P3 playbacks.</li> <li>d. Test data monitoring and quality assurance: Monitored cancellations and postpones to ensure appropriate documentation of cancellation/postpone reason. Monitored On Hold items and updated status to support progression of testing. Monitored comments for passed items to ensure they get reviewed. Updated scenarios placed in failure status at some point during testing with failure reason.</li> </ul> <p>3. CM-Communication</p> <ul style="list-style-type: none"> <li>a. Training Communication #1 sent and posted 1/10.</li> <li>b. Training Communication #2 sent and posted 1/12.</li> <li>c. Demo survey drafted for review.</li> <li>d. Workday Training Timeline and Glossary posted.</li> <li>e. Workday Security Roles communication drafted for review.</li> </ul>
Technical	<ul style="list-style-type: none"> <li>1. Fin Conversion               <ul style="list-style-type: none"> <li>a. NSHE applied new crosswalks to the data extract programs.</li> <li>b. All FIN P3 data extracts were run on 1/11 and are now out with the campus validation teams for review.</li> </ul> </li> <li>2. Integrations               <ul style="list-style-type: none"> <li>a. Loaded Daily BAI files into NSHE2 for System testing.</li> <li>b. 9 ACH output files are sent to BOA from NSHE2 for System testing.</li> <li>c. Sent out testing scenario template to campuses and NSHE development team to complete for each integration by 1/26/2017.</li> <li>d. Working to set up OKTA for integration testing in NSHE4.</li> <li>e. Completed Security test scenarios for campus security partner options.</li> <li>f. Had meeting to gather requirements for PeopleSoft Student Financials integration.</li> <li>g. Had meeting to confirm requirements for PeopleSoft Student Worker Integration.</li> </ul> </li> <li>3. Reporting               <ul style="list-style-type: none"> <li>a. "R090 Invoice Log R108 Employees with no Retirement" complete and ready to review.</li> </ul> </li> </ul>

### Upcoming Activities

Area	Dates	Upcoming Activities
All Areas	11/14- 1/20	Conduct System Testing.
Core HCM	1/16- 1/20	Complete 5 Feedback / Design Enhancements Changes.
Benefits		Complete 2 Feedback / Design Enhancements Changes.
Recruiting		Complete 5 Feedback / Design Enhancements Changes.



Area	Dates	Upcoming Activities
Absence Management	Week of 01/16/2017	Leave of Absence/Payroll testing to occur for UNLV only to test absence effect, payroll effect, and proper payment. Proration will still be off on some of the salaried employees, and that is a known issue that Payroll is working on with regards to PERS proration as well.
	1/19	Review cat leave processing with Absence SMEs during next Absence meeting.
	1/16	Complete DA review document and post to Workday.
	Ongoing	Test proposed solution for Worker's Comp buyback with Payroll.
Payroll	1/9-1/20	Academic Pay Fit/Gap document. This will also be shared with Workday to confirm the approach.
	1/16-2/3	Produce Payroll Training Agenda and materials for Payroll training in Vegas the week of 2/13/17.
	1/17	PERS status codes in progress with the Reporting team.
	1/20	Pay History - Discussed Pay History with John and team. SCI to provide a Workday Tax crosswalk.
	1/20	Benefits to test Payroll Effect for LOA plans (recently configured). The testing can determine if ANY proration occurred for the LOA plans they've identified as Payroll Effected. The test is on the configuration of the interface btw Leave of Abs plans and Payroll processing.
	1/31	Integration design for T2 Parking Integration - payroll input of Time transaction coming from T & M and payee input from the parking integration.
Time Tracking	Ongoing	Stage NSHE1 for demo of work schedules.
	1/16	Complete DA Document and post to Workday.
	3/10	Collaborate with Workday on implementing Worktag brainstorm re: Worktags for those with multiple account lines.
	TBD	John to check on OT requirements for those getting paid less than 1 1/2 times the minimum wage - needs to meet with Legal (HCM-40).
Banking and Cash Settlement	1/11	PayModeX integration assistance: NSHE is creating invoices for suppliers with a PayMode settlement type for each institution for further testing of the PayMode integration.
	1/13	Positive Pay, ACH integration testing to be expanded across all institutions.
	Ongoing	Gathering transaction information to start configuring first notice rules specific to each institution.
	1/27	PeopleSoft Check detail will be brought into Workday so auto reconciliation will incorporate the PS student checks (JIRA TCH-1911).
	1/11	Determine whether a separate bank account necessary for the separation of PS and WD checks. (JIRA FIN-2013). Discuss at Controller's meeting 1/11.

Project Status Report

Area	Dates	Upcoming Activities
	1/13	Discussion needed on the most effective way to test ACH/Posi Pay integrations.
FDM	30-Jan	Schedule follow up meeting with controllers and others impacted re: the addition of any other funds, ledger accounts, etc..
	30-Jan	Develop schedule for continued mapping in WAX
Financial Accounting	30-Dec	Ongoing support of change requests for NSHE shared financial Worktags through P3 mapping target date.
	30-Jan	Testing F&A Lab UNLV use allocations utilizing location codes.
	30-Jan	Validation of data is ongoing.
	30-Jan	Continue to develop use cases and test ISP functionality.
	30-Jan	Review and developing month end and year end checklist and processes.
	13-Jan	Review and follow up on the intercompany of UNLV and Thomas and Mack.
Budgets	13-Jan	Develop Budget Designee tests.
	13-Jan	Revising extracts with a shared budget structure.
	20-Jan	Load Summer School budgets through EIB in NSHE6.
	TBD	All designees test their functions with budget controls.
Business Assets	9-Jan	Meeting with UNLV regarding Asset/Purchasing issues.
	13-Jan	Test Multi Book Setup in Different Tenant.
	23-Dec	Need to configure P2 for asset disposal item to alert OSP when gain on sale of Grant asset exists.
	13-Jan	Asset conversion EVL (extract, validate, loop) scheduled for January 5. Asset processing freeze 1 - 5 Jan.
Customer Accounts	23-Dec	Identify reports and screens to be customized for segment security and to separate grant/sponsors from customers.
Expenses	Ongoing	JIRA tasks during P2 testing.
	TBD	Testing Financial Admin Assistant Role.
	1-31	WD 27 - Spend Authorization Configuration- and possible expense report changes due to new functionality.
	1-31	Mass Close of Spend Authorizations - Not relieving encumbrances.
	1-20	Payment Election - Process after conversion.
	1-19	Review and work through change order request.
	1/23-3/10	Begin Prep for P3 Playback.
	1/23-3/10	Begin Prep for P3 Testing.
Projects	Ongoing	Discussed the idea of expanding Project Groups to help with the funding on projects. IE: Capital Improvement-State Appropriation.
	13-Jan	Further discussion required for Project roles having adequate access to invoice detail.
		Validate project budget conversion for current FY and MY (part of the Fin Budget)

Project Status Report

Area	Dates	Upcoming Activities
Grants and Effort Reporting	13-Jan	Test Location Worktags - F & A Allocation. Tested general concept with Cynthia. Correct amounts calculated. Will do more in depth testing with Margaret. Test 2 additional employees working on grants with location Worktags.
	1/23-3/10	P3 Testing Preparation.
	27-Jan	Validate Award and Award Schedule extract.
Procurement	ongoing	Continue working on open JIRA tasks.
	1/13/17	Review RFQ configuration in WD because of exception approval of Ionwave.
	1/18/17	Development of PO Layout.
	1/26/17	Discuss PCard configuration.
	1/19/17	Procurement designees are scheduled for WD training in January.
	1/27/17	Develop epics for playbacks.
	3/1/17	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
Suppliers	1/31	JIRA tasks for SREG.
	On-going	Working with UNLV SME on cleaning up the outstanding checks in Advantage.
	1/20	Review P2 Test failures and correct or instruct as they occur onsite and Blue Jeans.
	1/23-3/10	Began preparation of test for P3.
	3/1	SREG Development Meetings FIN-1895 file SREG-Workday required & optional fields for suppliers.
	1/31	PayModeX Prep.
FIN Conversion	1/12 - 1/19	Campus teams will validate P3 data extract files.
	1/20 - 1/24	Correct extracts (if necessary) and re-run files.
	1/25 - 1/29	2nd round of validation (if necessary).
	1/30 - 1/31	Campuses sign off on P3 Extracts.
	2/1	Provide FINAL P3 Extract files to SCI.
Integrations	Dec/Jan	Support integration testing in System Test.
	January	Finalize I-9/e-Verify process and integration requirements.
	January	Continue Development on the integration to load Parking deductions from the T2 system for UNLV.
	January	Continue Development on the integration to load Time Entry data for Thomas and Mack into Payroll Input.
	January	Finalize the Student Employment process and integration requirements.
	January	Begin design of the PeopleSoft Student Financials integrations.
	January	Begin working with MetLife on the Enrollment and Payroll deduction integrations.
	January	Continue Development on integration to PayMode (Supplier Payments).

Area	Dates	Upcoming Activities
	January	Continue discussions on the PCard and Travel Card processes/integrations.
	Jan/Feb	End to End Testing Scenario preparation.
Reporting	Jan/Feb	44% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (10% in progress, 34% in review) .
	1/25	Reporting lane meeting with campuses (bi-weekly).
	1/30	Data Governance Meeting (bi-weekly).
Training	11/28 - 02/15	Continue job aid assignment and review in preparation for E2E testing.
	11/28 - 01/31	Continue curriculum plan - development: next step plan mode of training, analyze campus role profiles.
	1/12 - 2/8	Campus demos.
	2/9/2017	ESC Presentation on CM/Training.
Testing	1/17-1/20	Complete documentation to support Unit Testing sign-off.
		Continue providing support to testers and designees as testing activities continue.
		Continue monitoring of testing progress and reaching out to testers. Continue monitoring of On Hold items to ensure timely updates to Not Started status.
		Continue monitoring canceled and postponed scenarios to ensure they have a supporting comment.
		Provide nightly testing recaps and participate in functional team testing touch point meetings.
		Monitor comments in passed items.
	Continue planning for P3/End to End Testing and Payroll Parallel Testing.	
1/17-1/31	Continue End-to-End discussions with functional teams.	
CM-Communication	11/21 - 1/20	Daily testing recaps to Project.
	11/28 - 1/20	Toolkit #3 in production.
	thru October 2017	Weekly Project Update.
	1/12- 2/8	Campus Demonstrations.
	2/9	ESC Presentation on CM/Training.
	1/10, 1/12, 1/17	Training Communications Email Campaign.

### Planned Time Away

Dates	Team Member	Planned Time Away
January 2 – 20	Cynthia Washburn	PTO
January 13, 2017	Roberta Roth	PTO
January 14-29	Kanchana Marimuthu	PTO, Family Emergency

Dates	Team Member	Planned Time Away
January 17 - 19	Debra Kuhn Sharon Thygesen	Training
February 1-3	Shawn Cantlon	PTO
February 6	Michelle Briggs	PTO
February 13 - 24	Lauren DeVera	PTO
February 17, 2017	Roberta Roth	PTO
February 20 - 27	Sharon Thygesen	PTO
February 20-24	Mark Sonntag	PTO
May 1- 14	Elora Paik	PTO
May 15 – 26	Mike Johnson	PTO
June 15-21	Matt Garland	PTO

**Key Issues** <A systematic and comprehensive plan has been developed and will be put in place to address the issues, as well as the timeline that we are now be driving to>

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
HCM-109	Communicate Security information to Security Partners and Campus Points of Contact	Highest	Chris Mercer	20-Jan-17	The project team needs to provide information to campuses on the Workday Security configuration and procedures. Communications are being coordinated.
FIN-1721	JV Load Integration is behind schedule	High	Steve Creswell	27-Jan-17	The campuses will provide completed templates by 1/20 and the project team will provide EIBs and Instructions by 1/27.
FIN-1974	WAX Support & Hosting	Highest	Chris Mercer	3-Feb-17	Meetings are scheduled for the week of 1/17.
TCH-1928	Campus Integration: Archibus (Location to employee)	High	Jackie Hess	16-Feb-17	The UNLV team has identified questions and is working on resolution. Progress expected by 1/26.

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
TCH-1919	PeopleSoft Student Financials To Workday integration is behind schedule	Highest	Leslie Obourn	17-Feb-17	Detailed design meetings have begun and are scheduled for 2x/week until the specifications are finalized and an implementation plan is confirmed.
TCH-1929	Student Employment/Work Study	High	Matt Garland	17-Feb-17	The Campuses have provided design input and are identifying a project team contact. Detailed design meetings will be scheduled for 1x/week until the specifications are finalized and an implementation plan is confirmed.
TCH-1931	Campus Integration: Assets for UNLV	High	Steve Creswell	17-Feb-17	UNLV is identifying a developer contractor and will commence design activities.
TCH-1932	Time Clock Integrations	High	John Doetch	17-Feb-17	An award announcement will be published 1/17. UNLV has already provided detailed specs to the vendor so configuration can begin.
TCH-1930	Grant in Aid Solution	High	Chris Mercer	24-Feb-17	The Grant in Aid solution is not yet designed. Following are the next steps: 1) Confirm requirements with HRAC 2) Identify options and requirements for a go-live solution. 3) Identify requirements for Workday Integration INTH-S049.
TCH-1912	Academic Pay calculations for mid-contract start/end dates	High	Marianne Bealles	28-Feb-17	Discussed Fit/Gap issues surrounding Academic Pay. SCI is researching options to calculate academic days by semester for campus to calc proration. Next steps are to write up the proposed Academic Pay solution (by 1/13) and share with Workday for confirmation.
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	10-Mar-17	Detailed design sessions are being conducted with Workday.

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
HCM-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	Highest	John Doetch	10-Mar-17	Detailed design sessions to be scheduled with Workday.

### Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Done
P2 Playbacks	Green	November 11, 2016	100%	11/11/2016
P2 System Testing (HCM, Payroll, FIN, Integrations)	Green	November 14, 2016 – January 20, 2017	93%	
Payroll Parallel (P2) Begins	Green	January 27, 2017		
Run P3 Data Extracts & Validate	Green	January 31, 2017	10%	
Build P3	Green	February 6, 2017		
P3 Playbacks	Green	March 13, 2017		
E2E Testing (P3) Begins	Green	March 13, 2017		
Payroll Parallel (P3) Begins	Green	March 13, 2017		
UAT Round 1 (P3) Begins	Green	April 3, 2017		
UAT Round 2 (P4) Begins	Green	June 19, 2017		
End-User Training Begins	Green	August 7, 2017		